

DD/A Registry
78-063412

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File *adm*

ES 78-2
21 February 1978

Executive Registry
78-537

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans
Executive Secretary

SUBJECT : Discontinuance of DCI Weekend and Holiday Duty Officer

REFERENCES : a) My memo dated 18 October 1977 outlining DCI Duty
Officer Instructions

STATINTL b) [REDACTED] (b) and (c)

STATINTL The practice of having a weekend and holiday DCI Duty Officer is discontinued. [REDACTED] (b) and (c) remain in full effect and require that each of you, together with your principal deputies, keep the Operations Center informed when you are not readily available by phone on any Saturday, Sunday, or holiday.

[REDACTED]

B. C. Evans

STATINTL

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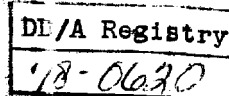
STATINTL

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13 February 1978



MEMORANDUM FOR: See Distribution

SUBJECT : DCI Duty Officer

1. A couple weeks ago Jack Blake questioned the need for a DCI Duty Officer. Last Friday he asked me to review this matter with the DDCI. Before doing so, I would appreciate your views as "our most experienced DCI Duty Officers."

2. Attached are the current instructions governing the responsibilities of the DCI Duty Officer. Since its issuance I have received no DCI duty log called for in paragraph 7 and can only presume that none of you were particularly involved in major activity. I presume this is because the Operations Center is in a dialogue with the DCI or DDCI and calling principal deputies or senior staff officers if there is a need for same to react to a given set of circumstances.

3. If the DCI Duty Officer is abolished, it would seem that the SDC/Operations Center would in effect touch base with the DCI or DDCI as appropriate. By this memorandum I am asking [REDACTED] to consult with Sayre Stevens and [REDACTED] in order to prepare a talking paper on alternatives for my use with Mr. Carlucci. Any thoughts other addressees have should be conveyed to [REDACTED]

4. I hope to hear from Paul by COB 17 February.

[REDACTED]
B. C. Evans
Executive Secretary

STATINTL

Attachment

Distribution:
Sayre Stevens

[REDACTED]
Mike Malanick
Zeke Zellmer
John Waller
[REDACTED]

18 October 1977

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans
Executive Secretary

SUBJECT : DCI Duty Officer Instructions

REFERENCES : a) ES 76-5, Memorandum dated 3 September 1976;
Subject: DCI Weekend/Holiday Duty Roster
b) DCI Memorandum dated 21 December 1972;
Subject: Responsibilities of DCI Duty Officers
c) Headquarters Regulation [REDACTED]

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1. (U) This memorandum of instruction supercedes references (a) and (b) above. HR [REDACTED] remains in full effect and requires that on-call officials keep the CIA Operations Center notified of their whereabouts.

2. (U) The DCI Duty Officer (DCI/DO) is a senior Agency officer designated by the Director to represent him during weekends and holidays. The DCI/DO, as the Director's personal representative, will act for him and the Agency rather than for the component to which he is regularly assigned. As the Director's representative, he is expected to consult with the Director or other appropriate senior Agency official as appropriate.

3. (U) On weekends the tour of duty will be from 0800 Saturday until 0800 Monday, and on holidays from 0800 to 0800 the following day. The DCI/DO will be posted in his own office until 1315 on Saturdays. At all other times during his tour of duty he will keep the CIA Operations Center advised of his whereabouts, be immediately available by phone and prepared to proceed to Headquarters on short notice.

4. (C) The DCI Duty Officer will:

a. Familiarize himself with the activities of the CIA Operations Center, the Cable Secretariat, the Night Security Office, the Signal Center, and utilize their services as appropriate.

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b. In concert with the CIA Operations Center's Senior Duty Officer pass to the Director or other senior Agency officials information that needs their immediate attention or requires prompt action. On Saturday morning tours, if the DCI is out of his office but either the SA/DCI or EA/DCI is present, the DCI/DO will see that materials for the DCI are hand-carried to them for disposition.

c. Notify the main telephone operator and the CIA Operations Center's Senior Duty Officer as to his telephone extension and office room number.

d. Check out with the CIA Operations Center following Saturday morning duty in his office and inform the SDO how he can be contacted for the remainder of the weekend.

5. (C) The CIA Operations Center's Senior Duty Officer will provide the following assistance to the DCI/DO:

a. Brief the DCI/DO upon his arrival on duty.

b. Provide a continuous updating on the current world situation.

c. Provide copies of the night's publications and comment on changes or problems in producing the publications.

d. Inform the DCI/DO of any developments substantive or non-substantive he is expecting over the weekend and brief him on any special instructions or materials the Operations Center is holding.

e. Brief the DCI/DO on the whereabouts of key Agency personnel over the weekend.

f. Provide the DCI/DO upon request with home and office telephone numbers of Agency employees.

6. (C) The DCI/DO is expected to screen and when necessary to determine action on three general categories of traffic which flow to the Director's office.

a. CIA Operations Center material, which consists of items of significance or interest selected by the Senior Duty Officer (SDO) of the Operations Center from all sources (SI, press, cables, etc.). The Operations Center will also provide the DCI/DO with the sources for the Director's Cable Summary.

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b. Selected Agency traffic that comes in with the privacy indicator for any of the DDO division chiefs and all Agency traffic that mentions the DCI will be sent to the DCI/DO by the Cable Secretariat. This traffic is sent as soon as the DCI/DO reports on Saturday morning, and then on an as-received basis. Before determining action on this traffic, the DCI/DO is expected to consult first with the appropriate Directorate Duty Officer located in the CIA Operations Center.

c. On weekends and holidays, Department of State traffic designated NO DISTRIBUTION (NODIS) is received and processed by the CIA Operations Center Duty Officer. A NODIS cable delivered directly to the DCI/DO should be forwarded to the Operations Center SDO who will receipt for it and take further action as necessary.

7. (U) The DCI/DO will provide his own secretarial support and maintain a DCI Duty Log (see attached) of major activity which takes place during his tour of duty. This log will consist of a record of significant traffic, all telephone calls made to the Director's office and all actions initiated by the DCI/DO. The DCI Duty Log will be delivered to my office by 0845 on the day following the DCI/DO's tour of duty.

8. (U) The DCI's immediate office will maintain the DCI Duty Officer roster. Changes on assigned tours should be kept to a minimum but may be made by mutual agreement between officials on the roster, provided the DCI's immediate office is advised.

25X1A

3. C. Evans

Attachment:
DCI Duty Log

Distribution:
DCI
Acting DDCI
Acting D/DCI/IC
DDS&T
DDA
DDO
GC
LC
IG
C/Operations Center
C/Signal Center

Cable Secretariat
D/NFAC
D/NITC
Ea Officer on DCI Duty Roster
SA/DCI
EA/DCI

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DCI DUTY LOG

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Duty Officer: _____

Duty Date: _____

Telephone Calls Received

Action Taken

Significant Traffic Received

Action Taken

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